

Payment/Reimbursement Process

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Budgets

- Initial budget goes with proposal – 2 years
- Budget signator is contract signator
- Most frequent line items
 - Architecture & Engineering
 - Professional Services (LEP)
 - Construction
 - Administration – legal only

Payment Process

Step 1 - Automatic Banking

Applicant Submits

- Agency Vendor Form
- Direct Deposit Form w/voided check
- W9

All forms to Office of State Comptroller

www.osc.ct.gov/vendor/directdeposit.html

plus copy to project manager

- Penny Test (one or two weeks)

Step 2 - Payment Requisition

- Submit DECD Requisition Form
- Payments are reviewed and approved by Project Manager and Director

One to Two Weeks

- DECD Finance Office processes payment
- State Comptroller releases funds electronically within 48 hours

Payment Issues – How to Make it Easier

- Pay DECD Legal Bill – promptly
- Provide lots of backup (invoices/scope of work)

Helpful Tools

- G702-G703
- Invoice Summary Sheet
- Cover Letter
- Deliverables are important to submit
 - environmental reports/RAPs/verifications or closure reports, etc.